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SSA-DD/S 72- 0078

PPB 71-1919

**MEMORANDUM FOR: Deputy Director for Plans
Special Support Assistant, DDE**

**SUBJECT: Administrative Plan for CA Staff
Proprietary Project QRDYNAMIC**

I. Objective

1. The objective of Project QRDYNAMIC is to exploit nationalistic, cultural and other dissident tendencies which exist in Ukraine, and to exert pressure on the Soviet regime for greater national and intellectual freedom. QRDYNAMIC appeals to dissident elements in Ukraine to whom it lends its moral, political and material assistance. It attempts to stimulate and widen the scope of their activities by publishing literary, political, historical works conducive to the awakening and growth of national consciousness.

II. Instrumentality and Background

2. a. The publication activity of Project QRDYNAMIC is handled through QRTENURE of New York, New York, incorporated under the laws of New York as a commercial taxable enterprise for the purpose of research and study of international communism as specified in the Certificate of Incorporation.

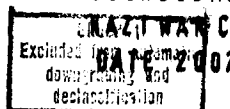
b. Basic policy guidance and direction is provided by the Agency through the project case officer in meetings with the president of QRTENURE or with other officers, as appropriate. For cover purposes the Board of Directors has responsibility for the conduct of QRTENURE activities in accordance with its charter and by-laws, and subject to the following limitations and requirements:

(1) Amendments to the charter and by-laws will require the prior approval of the CA Staff and the concurrence of the General Counsel.

CA-71-2053

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCES/METHODS EXEMPTION 3B2B
NATIONAL ARMY CRIMES DISCLOSURE ACT

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(2) QRTENURE will not perform services for fees without the approval of CA Staff and the concurrence of the Central Cover Staff.

(3) All officers and directors shall be approved by CA Staff. In addition, the treasurer shall be approved by the Office of Finance.

c. All publications originate in Europe through QRTERRACK, in Munich, Germany. Operational contact is limited to the New York office, with no contact in Germany.

III. Need for Administrative Plan

3. In August 1970 the project formerly known as ANRODYNAMIC was transferred from the Soviet Bloc Division to the Covert Action Staff, and redesignated QRDYNAMIC. Therefore, this Administrative Plan is written to reflect current operating procedures.

IV. Approvals

4. QRDYNAMIC was approved in the amount of \$[] for FY 1973 and is programmed for \$[] FY 1973.]

V. Rescission

5. Concurrent with the approval of the Administrative Plan for CA Staff Proprietary Project QRDYNAMIC, the Fourth Revised Administrative Plan for SB Division CA Project ANRODYNAMIC is hereby rescinded.

VII. Recommendation

6. The attached Administrative Plan for CA Staff Proprietary Project QRDYNAMIC has been concurred in by the Agency components of interest and is recommended for your approval.

SIGNED

[]
Chief, Support Group
Covert Action Staff]

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**ADMINISTRATIVE PLAN FOR
CA STAFF PROPRIETARY
PROJECT QRDYNAMIC**

I. Budget

1. a. Annually, a proposed operating budget will be prepared for project QRDYNAMIC as a preliminary forecast of the requirements of the project for appropriated funds for the next two fiscal years. This proposed budget shall conform generally with the categories of expense as employed in the initially approved project renewals and/or amendments.

b. Upon approval of the CA Staff operating program an annual renewal of project QRDYNAMIC will be presented to the A/DSP for approval, within the limitations of the allocation of funds available to the CA Staff from appropriations. The operating budget, as included in the annual project renewal and approved by the A/DSP, shall constitute the approved operating budget. No increase in this total amount may be made except through a formally approved amendment of the project.

c. NPS/DS will provide OPPB with a copy of the most recently approved budget for the project.

II. Funding

2. Funds shall be passed in accordance with instructions provided by Central Cover Staff to bank accounts of the QRTENURE in New York or its branch office in Munich, Germany.

III. Agency Certification and Approval

3. The Headquarters case officer shall review the financial statements submitted by QRTENURE (New York office) and QRTERRACE (Munich office) and attach his certification that to the best of his knowledge and belief the statements are true and correct and the reported expenditures are within the scope of the project authorization. In addition, the financial statements shall be approved by an appropriate Agency approving officer and forwarded to the Proprietary Systems Branch, Commercial Systems and Audit Division, Office of Finance, at the earliest possible date and not

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GROUP 1
Excluded from automatic
downgrading and
declassification

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later than ninety days after the close of the accounting period. A copy of the financial statements shall be forwarded to the Office of Planning, Programming and Budgeting.

IV. Accounting in Agency Records

4. The Office of Finance is authorized to accept the quarterly financial statements submitted by QRTENURE and QRTERRACE required under paragraph 3 above and paragraphs 12 a&b below, when properly certified and approved, for recording in the appropriate accounts.

V. Protection of Government Interest

5. a. Signed Memoranda of Understanding setting forth the relationship of QRTENURE with the Agency are not required of the present members of the Board of Directors. The Agency has been supporting the organization since 1950, and during this entire period the QRTENURE officials have been most cooperative and entirely willing to accept Agency guidance and direction. It is felt that at this late date they would not understand the reasons for formal documentation of the relationship and the effectiveness of the operation would be impaired.

b. It shall be the responsibility of the CA Staff to ensure that the Chairman of the Board of Directors always is aware of the authorities and responsibilities imposed upon QRTENURE by this plan, and to provide a Memorandum of Oral Understanding to this effect to the Office of Finance and Office of General Counsel.

c. All ostensible shareholders of stock shall endorse in blank the stock certificates issued in their names. In addition, the trustees, officers and directors of an instrumentality shall execute undated letters of resignation which shall be retained by the Agency component responsible for the project. The executed stock certificates will be forwarded promptly to the Proprietary Systems Branch, Commercial Systems and Audit Division, Office of Finance, for recording and custody.

VI. Personnel Policy

6. The employment of personnel, direct or through contract, and establishment of salaries and other benefits

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shall be approved by CA Staff and shall be in accordance with HR 230-9. If cover employment is provided for Agency personnel, such action requires prior coordination with the Central Cover Staff for tax information and other matters on an individual basis.

VII. Insurance Coverage

7. a. A medical and hospital insurance program has been developed for QRDYNAMIC. This plan was approved by DD/P and the Office of Personnel.

b. The QRDYNAMIC proprietary has a pension plan which was qualified by the Internal Revenue Service in 1962. This plan was approved by the DDP and Director of Personnel. The Agency has approved an increase of employer and employee contributions from 6% to 7% of participants' earnings and has agreed to supplement the plan's assets by about \$25,000. The plan is in the process of being revised to reflect these changes. The investment of the pension funds are to be handled by MERRITT.

VIII. Legal Services

8. The Office of General Counsel shall at all times be kept informed of the current status of the legal requirements of the instrumentality and shall be responsible for accommodating its legal problems and for approving the use and the fee of outside counsel. Any attorney used by QRDYNAMIC shall be selected or approved by the Office of General Counsel.

IX. Casualty Provisions

9. A casualty annex is not applicable to project QRDYNAMIC. The need for the Agency to provide assistance for any unusual sickness, injury or disability benefits will be established by separate memoranda or amendment to the project renewal as need arises.

X. Security Policy

10. In the utilization of individuals under this project the provisions of CSI 10-5 and CSIF 10-5 shall be followed; any exceptions thereto require the prior approval of the Office of Security or the CI Staff, as appropriate.

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XI. Audit

11. An audit program shall be developed and implemented in accordance with the requirements of HR 31-1. The prior approval of the Chief, Audit Staff is required for the employment of either witting or unwitting accountants for audit purposes.

XII. Financial Accounting and Reporting

12. a. QRTENURE shall maintain financial records and accounts of a type consistent with its ostensible character, as prescribed or approved by the Office of Finance, and shall submit to the CI Staff on a quarterly basis the following financial statements (except the annual statement of fixed assets) within 30 days following the close of each calendar quarter:

(1) Balance Sheet.

(2) Statement of Income and Expense. Disbursements made to QRTENURE independent field contracts will be reported under the "research" category and will not be itemized. However, separate accounts will be maintained for these expenses.

(3) Statements of Cash Receipts and Disbursements prepared in the manner to clearly distinguish between funds received from the Agency and non-Agency sources, if applicable.

(4) Annual Statement of Fixed Assets. The president of QRTENURE, or his designee, shall attach to these financial statements his certification that, to the best of his knowledge and belief, they accurately reflect the financial status of QRTENURE, and that the bank reconciliation has been reviewed through (date) the date of the most recent bank statement.

b. QRTERRACE shall submit to QRTENURE, within 15 days following the close of each calendar month, a Cash Receipts and Disbursement Statement to include cash on hand at the beginning of the period, income received in a manner to clearly distinguish between Agency funding

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reported as receipts from QRTENURE and funds received from other sources, expenses by general categories and cash on hand at the end of the period. The principal agent of the overseas group, or his designee, shall attach to these financial statements his certification that, to the best of his knowledge and belief, they accurately reflect the financial status of QRTENURE activities and the disposition of funds during the reporting period. These reports shall be transmitted by QRTENURE to CA Staff along with QRTENURE's quarterly reporting.

XIII. Borrowing, Lending, and Pledging Assets

13. QRTENURE is not authorized to borrow or lend any funds, to mortgage or pledge any of its assets (except for occasional educational loans not to exceed \$500.00 each to students with operational potential), without prior Headquarters approval, which shall be in accordance with paragraph 4 c, MMR 230-1.

XIV. Investment Policy

14. There is no requirement for QRTENURE to make any investments in securities or interest-bearing accounts.

XV. Real Property and Office Furnishings

15. The purchase or lease of real property and the purchase of office furnishings requires the prior approval of the designated CA Staff approving officer. The purchase or construction of real property requires also the prior approval of the Director of Logistics. Annual reports of real holdings shall be submitted to the Office of Logistics in accordance with MR 45-15.

XVI. Limitation on Individual Disbursements and Contractual Arrangements

16. Except for funding transactions, any disbursements in excess of \$5,000 or contractual arrangements of more than twelve months' duration shall require the prior approval of the appropriate CA Staff approving officer for project QRTENURE

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XVII. Administrative Expense Policy

17. a. Travel and subsistence expenses incurred by the owners, officers, directors, employees and any individual retained in a professional independent contractor capacity on a fee basis shall be reimbursed on the basis of actual and necessary expenses, not to exceed \$25.00 for domestic travel. For each specific travel assignment when the cover per diem is inadequate, Chief, CA Staff may authorize only that amount which is justified by the circumstances and required to meet authorized expenses up to \$40.00 per day for domestic TDY travel and up to \$18.00 in excess of the maximum per diem allowance for the locality for TDY travel abroad. Air transportation less costly than first class shall be used to the extent practicable.

b. Entertainment expenses claimed for reimbursement will be on an actual, reasonable and necessary basis and shall be supported by a statement giving date, place, type of entertainment, and identification of the person(s) or parties entertained.

XVIII. Contingency Casualty Plan

18. A contingency casualty plan for QRDYNANIC is not required. See paragraph 9, Section IX above.

XIX. Termination and Liquidation

19. QRDYNANIC shall not be terminated without the prior approval of the Deputy Director for Plans and the Deputy Director for Support. In addition, a liquidation plan for the instrumentality shall be prepared for the concurrence of the responsible Agency components and the approval of the Executive Director-Comptroller prior to implementation.

APPROVALS:

By direction of the DDS:
Original signed by

19 JAN 1972

Special Support Assistant, DDS

Date

By direction of the DDS: + 05 BW .J1

(Signed)

C/KPS/EG

20 JAN 1972

Date

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ADMINISTRATIVE PLAN FOR CA STAFF PROPRIETARY PROJECT QREYNAMIC

CONCURRENCE SHEET

C/CA/11

15 DEC 1971

Date

181 E 7
EC/CA/Staff

16 Dec 1971

Info

/s/ ^F
6/7/81/CLB

20 Dec 1971

Date

15/17

Chief, Commercial Group

21 Dec 1971

11

18/ 5 J

Office of General Counsel

23 DEC 1971

INTRODUCTION

15/12

D/OFF

5 JAN 1972

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Office of Security

11 JAN 1972

100

187 E 7
Central Cover Staff

14 JAN 1972

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(Signed) []

NPS/EG/Projects

18 JAN 1972

Date _____

DEC 58 4 05 PM '51

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FOURTH REVISED ADMINISTRATIVE PLAN
FOR SB DIVISION CA PROJECT AERODYNAMIC

I. Terms of the Plan

1. The provisions of this Administrative Plan apply to the activities of AETENURE, an Agency-controlled mechanism within subsidy Project AERODYNAMIC and AETENURE, the subsidized European office of AETENURE.

II. Organization and Management of Cover Corporation

2. AETENURE has been incorporated under the laws of New York as a commercial taxable enterprise for the (ostensible) purpose of research and study of international Communism as specified in the Certificate of Incorporation.

3. Basic policy guidance and direction of AETENURE activities is provided by WOFINS through the project case officer in meetings with the President of AETENURE or with other officers, as appropriate. For cover purposes the Board of Directors has responsibility for conduct of AETENURE activities in accordance with its charter and by laws, and subject to the following limitations and requirements:

a. Amendments to the charter and by laws will require the prior approval of the SB Division and the concurrence of General Counsel.

b. AETENURE will not perform services for fees nor solicit for funds without the approval of SB Division and the concurrence of the Central Cover Staff.

c. All officers and directors shall be approved by SB Division. In addition, the treasurer shall be approved by the Office of Finance.

d. All funds received by AETENURE shall be deposited in an AETENURE WOLADY bank account. Withdrawal from this account shall require the signature of two of the officers of AETENURE.

except that withdrawals of \$500 or less shall need only one signature. The SB Division shall advise the Office of Finance, upon request, of the name and address of the bank in which the AETENURE account is carried, the title of the account and the authorized signatories thereon. All AETENURE bank accounts shall be reconciled, and if feasible, by persons other than those signing checks. The reconciliation shall be signed by the person preparing it, and shall be reviewed and signed by the person reviewing it.

e. AETENURE is not authorized to borrow or lend funds, except for occasional educational loans not to exceed \$500 each to students with operational potential.

f. The leasing of office space shall require the prior approval of SB Division. The purchase and disposal of real estate shall require the prior approval of SB Division and the Office of Logistics.

g. Any contract or commitments, other than for personal services, in excess of \$5,000 per year or in excess of six months shall require the prior approval of SB Division.

h. Travel and subsistence expenses incurred by the owners, officers, directors, employees and any individual retained in a professional or independent contractor capacity on a fee basis, shall be paid on an actual cost basis. Reimbursement for subsistence expenses shall not exceed \$10.00 per day in excess of the WOFIRM authorized per diem rate for the locality. Air transportation less costly than first class shall be used to the extent practicable. Travel expenses incurred by staff agents or contract personnel wholly integrated into the project (but not staff employees) may be reimbursed on the same basis. These expenses, as recorded on AETENURE's quarterly accountings, are equated with project personnel activities and production by the SB Division case officer to evaluate the reasonableness of such expenditures. Operational entertainment expenses

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incurred by any of the above personnel may also be reimbursed on an actual cost basis, in accordance with HMB 30-1, Chapter IX, to the extent that such expenses are reasonable and necessary to the accomplishment of operational objectives. Expenditures authorized in this paragraph shall be reviewed during periodic WOFIRM audits.

i. The requirements of HR 230-2 will apply to the salaries and other benefits of AETENURE employees, and no commitment regarding benefits or insurance coverage will be made to corporate personnel until such commitments have been reviewed and approved by BDP/SPS (CSN 20-41).

j. AETENURE employees who have completed one full year of continuous service participate in a group retirement plan to which the employees and the employer each contribute 5% of the employee's salary. The funds are invested in mutual funds stocks. The retirement plan was approved by the Director of Personnel on 23 July 1964, and by the Chief, BDP/PE on 28 July 1964.

III. Protection of WOFIRM Interest

4. Signed Memoranda of Understanding setting forth the relationship of AETENURE with WOFIRM are not required of the present members of the Board of Directors. WOFIRM has been supporting the organization since 1950, and during this entire period the AETENURE officials have been most cooperative and entirely willing to accept WOFIRM guidance and direction. It is felt that at this late date they would not understand the reasons for formal documentation of the relationship and the effectiveness of the operation would be impaired. It shall be the responsibility of the SB Division to ensure that the Chairman of the Board of Directors always is aware of the authorities and responsibilities imposed upon AETENURE by this Plan, and to provide a Memorandum of Oral Understanding to this effect to the Office of Finance and Office of General Counsel.

5. In the case of stock-issuing instrumentality, all ostensible shareholders of stock shall endorse in blank the

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stock certificates issued in their names. Dual declarations of trust shall be obtained for these stock certificates. In addition, the trustees, officers and directors of an instrumentality shall execute undated letters of resignation which shall be retained by the Agency component responsible for the project. The executed stock certificates, declarations of trust, evidencing Agency interest in instrumentalities will be forwarded promptly to the Proprietary Systems and Accounts Division, Office of Finance, for recording and custody.

IV. Budget

6. A basic budget detailing the estimated income and expenses for each office maintained by the organization shall be drawn up by the principal agent(s) on or before 1 February of each year for the ensuing fiscal year beginning 1 July. These estimates will be analyzed by the responsible case officer who, if the Budget is satisfactory, shall request approval for the expenditure of funds for the fiscal year beginning 1 July and for the succeeding fiscal year through the inclusion of the financial requirements in SB Division's Annual Operational Program. Based on this basic budget, the case officer, in collaboration with the Budget Division, shall then prepare the detailed budget for the upcoming fiscal year, by category of expenditure, for incorporation in the annual formal presentation of the project to the approving authorities.

V. Funding

7. Funds shall be passed to AETENURE and AETERRACE by headquarters via Swiss banks, or by any other method approved by the SB Division, Central Cover Staff, and the Office of Finance.

VI. Accounting and Reporting

8. AETENURE shall maintain financial records and accounts of a type consistent with its ostensible character,

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as prescribed or approved by the Office of Finance, and shall submit to the SB Division on a quarterly basis the following financial statements (except the annual statement of fixed assets) within 30 days following the close of each calendar quarter:

(1) Balance Sheet.

(2) Statement of Income and Expense. Disbursements made to AETENURE independent field contacts will be reported under the "research" category and will not be itemized. However, separate accounts will be maintained for these expenses.

(3) Statement of Cash Receipts and Disbursements prepared in a manner to clearly distinguish between funds received from WOFIRM and non-WOFIRM sources, if applicable.

(4) Annual Statement of Fixed Assets. The president of AETENURE, or his designee, shall attach to these financial statements his certification that, to his best knowledge and belief, they accurately reflect the financial status of AETENURE, and that the bank reconciliation has been reviewed through (date) the date of the most recent bank statement.

9. AETERRACE shall submit to AETENURE, within 15 days following the close of each calendar month, a Cash Receipts and Disbursement Statement to include cash on hand at the beginning of the period, income received in a manner to clearly distinguish between funds received from AETENURE and funds received from other sources, expenses by general categories and cash on hand at the end of the period. The principal agent of the overseas group, or his designee, shall attach to these financial statements his certification that, to his best knowledge and belief, they accurately reflect the financial status of AETERRACE activities and the disposition of funds during the reporting period. These reports shall be transmitted by AETENURE to SB Division along with AETENURE's quarterly reporting.

10. The headquarters case officer shall review the financial statements required under paragraphs 8 and 9

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above, and, if in order, attach his certification that the disbursed funds covered thereby were expended for the purposes authorized, and submit the statements to the Division Approving Officer for approval. When approved, the original of each report will be forwarded to the Office of Finance and a copy to the Budget Division within 60 days after the quarterly period.

VII. Writeoff

11. The Office of Finance is authorized to accept the quarterly financial statements submitted by AETENURE, required under paragraph 8 above, when properly certified and approved, for appropriate recording in the account entitled "Investments in Agency-Controlled Activities within Subsidy Projects."

12. The Office of Finance is authorized to accept the quarterly financial statements from the overseas group, required under paragraph 9 above, when properly certified and approved, for appropriate recording in the Memorandum Account.

VIII. Writeoff (Equipment and Supplies)

13. In the event that equipment and supplies are issued by the Office of Logistics to AETENURE, accountability for such items shall be operationally expended at the time of issue and shall be recorded in the AETENURE system of accounts.

IX. Security Policy

14. In the utilization of individuals under the project, any exceptions to the security policy as set forth in CSF 10-5 shall require the prior authorization of the CI Staff or the Office of Security as appropriate. Because neither WOFIRM nor AETENURE can exercise the type of control over AETERRACE that would permit the enforcement of the security policy as set forth in CSF 10-5, its provisions do not apply to AETERRACE.

X. Audit

15. An audit program shall be developed and implemented

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FOURTH REVISED ADMINISTRATIVE PLAN
FOR SB DIVISION CA PROJECT AERODYNAMIC

Concurrence Sheet

SB DIVISION

DATE

OFFICE OF FINANCE

DATE

14 MAY 1968

OFFICE OF SECURITY
Investigations/Support

DATE

23 May 1968

CENTRAL COVER STAFF/C/FR

DATE

31 May 1968

OFFICE OF GENERAL COUNSEL

DATE

Signed:

5 JUN 1968

OFFICE OF LOGISTICS

DATE

11 JUN 1968

DDP/HPS/CA

DATE

*Subject to deletion of any reference to solicitation of funds. (see Para II, 3b)

* * SEE ATTACHED CAVEAT

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11 June 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Project AERODYNAMIC
Fourth Revised Administrative Plan

1. MPE/BG/CA concurrence in subject Plan is contingent upon the following change which rewrites paragraph IV in its entirety:

IV. Budget

- a. On or before 1 April of each year, the SB Division shall prepare the annual project operating budget. The presentation of this data shall embrace the three fiscal years in a manner to facilitate a comparison between total funds (income) from all sources (actual or anticipated) and expenditures (actual or proposed) for all purposes, to include the past fiscal year, the current (program) fiscal year, and the forecast for the oncoming (budget) year.
- b. It is incumbent upon the SB Division to provide PPB with a copy of the annual project budget, as formally approved in the annual renewal of the project.

/s/ [

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MPS/BG/CA

Distribution:

- 1 - with each copy of
Rev. Admin. Plan

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SSR/DDS 68-1088

24 JUN 1968

MEMORANDUM FOR: Deputy Director for Plans
THROUGH : Special Support Assistant/DDS
SUBJECT : Fourth Revised Administrative Plan for
SE Division CA Project AERODYNAMIC

I. Project Objective

1. The objectives of this project are to exploit contacts with Soviet citizens for the purpose of encouraging existing national and intellectual unrest in the Soviet Union, with the aim of exerting pressure on the Soviet regime and attaining national, cultural and intellectual freedom for Soviet citizens.

II. Instrumentality

2. The instrumentality of this project is AETERORE (formerly AEBEEHIVE) a KGLADY-based enigre political group organized as a commercial taxable enterprise, and a corresponding group in Europe (AETERRACE).

III. Need for this Revision

3. To comply with the Katzenbach guidelines, SE Division was instructed to liquidate AEBEEHIVE, the non-profit tax-exempt membership corporation used as the cover instrumentality under Project AERODYNAMIC since 1952, and to

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reconstitute the group as a profit-making, commercial taxable enterprise. Funds to both AETESURE and AETHERACE will be passed from headquarters through Swiss banks.

IV. Approval

4. This project was approved in the amount of \$161,500 for Fiscal Year 1962.

V. Recommendation

5. The attached revised Administrative Plan has been concurred in by the Agency components of interest and is recommended for your approval and authorization.

Attachment:
as stated

E J
Chief
Soviet Bloc Division

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